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ABSTRACT

Cited is literature on occupational information: educational, vocational and personal guidance, guidance administration and procedure, student aids, teacher aids, free or inexpensive guidance materials, adult education and the aging, and handicapped and rehabilitation counseling. Also included is a continuing list of periodicals in guidance and related fields. The bibliography includes the names and addresses of the respective publishers and the cost of the publications. (SJL)

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# COUNSELOR'S INFORMATION SERVICE

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JEWISH VOCATIONAL SERVICE AND COUNSELING SERVICES
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## OCCUPATIONAL INFORMATION

**Auto Driving Instructors.** Chronicle Guidance Publications, Inc., Moravia, NY [illegible] 1975. 4 pp. 50 cents. Job responsibilities of auto driving instructors are [illegible]. Educational and training requirements, personal qualifications, working conditions, career rewards, advancement and future outlook are described.

**Biomedical Engineering.** Alliance for Engineering in Medicine and Biology, 2401 Wisconsin Ave., Suite 212, Chevy Chase, MD 20015. 1975. 6 pp. Free. Various aspects of biomedical engineering are described. Applications to health needs, advanced technologies and instruments employed, and career potential are discussed. Sources of further information are listed.

**Business Economics Careers.** National Association of Business Economists, 28349 Chagrin Blvd., Cleveland, OH 44122. 1975. 31 pp. Free (single copy). Nature of work and job responsibilities are examined. Personal qualifications, educational requirements, salaries and future of the profession are detailed. Sources of additional information are listed.

**Career Resources A to Z: A Student's Guide to Occupational and Educational Information.** Career Guidance Media, P.O. Box 4322, Alexandria, VA 22302. 1976. Unnumbered. $1.50. This guide contains references to 250 organizations that have prepared information for career exploration.

**Careers for Young Jewish Adults in Israel.** Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information on educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life as well as hints on conducting a job search are discussed. Additional sources of information and assistance including Israel Aliyah Centers, BBCCS field offices and Jewish Vocational Service offices are listed.

**Careers in City Management. (Revised).** Laurence Rutter. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 16 pp. $1.50. Roles and duties of the city manager are highlighted. Personal and educational requirements, financial aids, internships and in-service training are discussed. Opportunities for women and minority group members, remuneration, working conditions, professional organizations and employment outlook are considered.

**TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER**

**Careers in Corporate Management.** (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed.

**Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth.** Information Office of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. $1.50. Available educational and career opportunities at each service academy are discussed. Information on academic programs, summer training, athletic programs, religious life and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers and counseling are also considered.

**Careers in Psychology.** American Psychological Association, 1200 Seventeenth St., N.W. Washington, DC 20036. 1975. 28 pp. 60 cents. General field of psychology as well as specialties are described. Educational training, salary ranges and future outlook are outlined. Details relating to divisions of APA, publications, information services, additional sources of information and special groups of interest to students are provided.

**Careers in the Apparel Industry.** Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends and nature of work including specializations are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered.

**Definitive Study of Your Future as a Working Woman, A.** Gloria B. Stevenson. Richards Rosen Press, Inc., 29 East 21st St., New York, NY 10010. 1975. 176 pp. $4.80. Statistics about women's work patterns are cited. Facts and figures about the labor market, occupations and occupational trends, earnings and other aspects of employment are presented. Investigating occupations, preparing for work, finding a job, what to expect in the workplace, advancement and combining work and marriage are examined.

**Drafting as a Vocation.** International Federation of Professional and Technical Engineers, AFL-CIO, 1126 Sixteenth St., N.W., Suite 206, Washington, DC 20036. 1975. 4 pp. Free. Brief overview covers nature of work, specializations, qualifications and training, places of employment and employment outlook. Detailed schedule of training is given.

**Electroplater.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 4 pp. 50 cents. Duties and work settings of electroplater are discussed. Personal qualifications, training, working conditions, earnings, advancement opportunities, location of employment and future outlook are examined.

**Engineering—A Career of Dedication and Responsibility.** National Society of Professional Engineers, 2029 K St., N.W., Washington, DC 20006. 1975. 9 pp. Free (up to 100 copies). Various types of work in engineering, personal qualities required, educational preparation, related programs and additional sources of information are considered.

**Fact Sheet: Information Packet.** American Art Therapy Association, Inc., 3607 S. Braeswood Blvd., Houston, TX 77025. 1975. 20 pp. Free. Field of art therapy is discussed through a fact sheet answering basic questions. List of institutions offering varied types of art therapy programs is included.

**Health Services.** (Career Opportunity Series C13). Catalyst, 14 East 60th St., New York, NY 10022. 1975. 40 pp. $1.50. World of health service, job location and future of health care are explored. Job descriptions include: dentist, doctor of medicine, medical technologist, nurse, occupational therapist, physical therapist, physician's assistant and speech pathologist. Admitting officer, director of volunteers, hospital administrator, medical record administrator, patient representative and voluntary health agency executive are also described.

**Hospital and Health Care Administration.** Association of University Programs in Health Administration, One Dupont Circle, Suite 420, Washington, DC 20036. 1975. 4 pp. Free. Role of hospital and health care

administrator, basic curriculum in undergraduate and graduate programs and financial aid are detailed. Listings of undergraduate and graduate degree programs are provided.

**I Can Be Anything: Careers and Colleges for Young Women.** Joyce Slayton Mitchell. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 256 pp. $6.50 (cloth). Author describes careers for young women by introducing crucial consideration of life style. Over 90 major occupational categories from accountant to zoologist are examined. School, college and university addresses as well as career information sources are listed.

**Jobs in Environment.** Science Research Associates, Inc., 29 East Erie St., Chicago, IL 60611. 1975. 46 pp. $1.90. Jobs in the environmental field including areas of earth sciences, pollution control, crop sciences and land development are described. Educational requirements and starting salaries are detailed.

**Jobs in Fine Arts and Humanities.** Science Research Associates, Inc., 29 East Erie St., Chicago, IL 60611. 1975. 55 pp. $1.90. Jobs in motion pictures, theatre, writing, museum work, and teaching humanities in universities and colleges are described. Educational requirements and basic salaries are outlined for 12 major careers.

**Management Careers for Women.** Irene Place and Alice Armstrong. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 219 pp. $3.95 (paper). Guidelines are provided for personal and professional development of women considering management careers. Management philosophies and practices, terminology, trends, organizational climate, expanding roles, developmental problems, and ways to cope with change are considered. Management self-rating quiz, glossary of key management terms and suggestions for developing management skills are included.

**Messengers and Office Helpers.** Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611. 1975. 4 pp. 55 cents. Duties in an office setting are described. Requirements and training, getting started, opportunities for advancement, working conditions, earnings, benefits and employment outlook are explored.

**Nursery and Landscape Workers.** (Occupational Brief 166). Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611. 1975. 4 pp. 55 cents. Nursery industry and jobs involved are described. Personal qualities, preparation, getting a job, working conditions, earnings and future outlook are covered.

**Opportunities in Engineering Technology Careers.** John E. Heer, Jr. and D. Joseph Hagerty. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 158 pp. $2.45 (paper). Educational requirements and jobs available in various specialties—mechanical, industrial, architectural, aerospace and nuclear engineering—are explained. Opportunities for women and minorities in field of engineering technology and the three grades of professional certification are discussed. List of accredited schools and technical publications is included.

**Opportunities in Forestry Careers.** E. L. Demmon. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 119 pp. $2.45 (paper). Overview of forestry profession is provided including nature of work, educational preparation, work location, salaries, licensing and registration, opportunities for women and advancement. Compilation of 51 university programs leading to degrees in professional forestry is included.

**Opportunities in Technical Writing Today.** Jay R. Gould and Wayne A. Losano. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 137 pp. $2.95 (paper). Scope of technical writing, qualities necessary for success, educational training and costs, and employment outlook are described. Employment opportunities in industrial companies, research groups, government agencies, technical magazines and related fields are discussed. Job descriptions of work with instructional books, magazines, technical promotion, advertising and technical motion pictures are included.

**Piano Tuning As a Profession.** Piano Technicians Guild, P.O. Box 1813, Seattle, WA 98111. 1975. 2 pp. Free. Work involved in piano tuning, training, types of schools available, possible earnings and demand for piano technicians are discussed.

**Radio-TV Service Technician.** Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611. 1975. 4 pp. 55 cents. Work duties of service technician are discussed. Qualifications, job preparation, opportunities for advancement, hours, earnings and outlook are outlined.

**"Starter" File of Free Occupational Literature, A.** (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free, selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles.

**What Is a Nurse-Midwife?** American College of Nurse-Midwives, 1000 Vermont Ave., Washington, DC 20005. 1975. Un-numbered. 25 cents. Functions of a nurse-midwife are described. Listing of approved educational programs is included.

**Women in Television.** Anita Klever. Westminster Press, 905 Witherspoon Bldg., Philadelphia, PA 19107. 1975. 142 pp. $5.95 (cloth). Author depicts a representative sample of main job areas found in a local television station. Women who actually perform these jobs tell about their job qualifications, responsibilities, personal job histories as well as personal stories.

**Your Future in the Field of Internal Auditing.** Institute of Internal Auditors, Inc., 5500 Diplomat Circle, Orlando, FL 32810. 1975. 12 pp. Free. Booklet explores field of internal auditing, emphasizing duties, personality traits required and opportunity for responsibility. Preparation and certification requirements, working conditions and salary are described.

## EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

**Changes in the Occupational Structure of U.S. Jobs.** Constance Bogh DiCesare. Reprint from: *Monthly Labor Review*, March 1975, pp. 24-34. Available from: U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1975. 12 pp. Free. Changes in occupational patterns between the 1960 and 1970 decennial censuses are reported. Occupational employment trends, occupational sex patterns and selected occupational changes within professional and technical work, clerical work, sales work, management, service work, crafts, operative work, nonfarm labor and farm work are described.

**College Charts 1975-1976.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 307 pp. $5.50. Data for approximately 3140 institutions of higher education are provided. Section I includes information of a tabular nature which is divided into five categories. *Miscellaneous* includes classification of colleges by highest level of offerings, calendar year, accreditation, control, location, student body and evening programs. *Admissions* lists high school units required plus required and/or recommended entrance examinations. Application information and data on accepted applicants is given. *Enrollment* provides full- and part-time enrollment figures. *Annual Cost* indicates tuition and costs of room and board. *Financial Aid Information* details scholarships and other forms of financial assistance. Section II lists institutions for which data were unavailable.

**College Guide for Buffalo Jewish Youth.** Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith–JFS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, NY 14203. 1974. 51 pp. $1.00. This guide provides college-bound students and their parents with information about Jewish life and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies and study in Israel. Availability of kosher food, area synagogues, local Jewish community centers and mailing address of campus Hillel or other Jewish organizations are detailed.

**College Programs for Paraprofessionals: A Directory of Degree-Granting Programs in the Human Services.** Alan Gartner. Human Sciences Press, Behavioral Publications, Inc., 72 Fifth Ave., New York, NY 10011.

1975. 135 pp. $9.95. Over 950 institutions of higher education offering degree-granting programs in human services are listed by state. In some instances, the particular type of program is identified, while in others only broad field of study is noted.

**College Questions: Preparing Jewish and Other Minority Parents and Youth.** S. Norman Feingold, Joel H. Goldberg, Patricia Houtz and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 22 pp. $1.00. Questions often asked by parents and students about college life are answered. Living quarters, the pass-fail grading system, "campus morality," the drug scene, counseling and health facilities are considered. Coed dormitory living, changing values, living expenses, establishing friendships, maintaining religious identity and other concerns are also discussed.

**Colleges Classified: A Guide for Counselors, Parents and Students, 1975-77.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 56 pp. $2.00. This edition comprises separate sections for four-year and two-year colleges and universities in the U.S., American Samoa, Guam, Puerto Rico, Trust Territories of the Pacific and the Virgin Islands. Institutions are grouped by student body, enrollment, and tuition and fees.

**Directory of Accredited Institutions 1975-76.** Accrediting Commission, Association of Independent Colleges and Schools, 1730 M St., N.W., Suite 401, Washington, DC 20036. 1975. 24 pp. Free (single copy). Nearly 500 business institutions accredited by AICS are listed. Address, administrator's name and telephone are included. Operating criteria for business schools are outlined.

**Directory of Accredited Private Trade and Technical Schools.** National Association of Trade and Technical Schools, 2021 L St., N.W., Washington, DC 20036. 1975. 105 pp. Free. Guide is presented to over 100 careers ranging from mechanics, appliance repair, diamond-cutting, computer programming and electronics among others. Listing of over 400 accredited schools, their courses and course length is included.

**Directory of Higher Education Innovation, A: Arizona, Colorado, Hawaii, Nevada, New Mexico, Utah, Wyoming.** Nancy Barber. Western Interstate Commission for Higher Education, P.O. Drawer P, Boulder, CO 80302. 1975. 208 pp. $5.00. This directory identifies 304 innovative programs for students, faculty, administrators and special populations as well as institutional and interinstitutional programs in seven western states. Program entries are organized by area of primary focus and include information on program objectives and activities, evaluation, funding and additional source people.

**Everywoman's Guide to College.** Eileen Gray. Les Femmes Publishing, Millbrae, CA 94030. 1975. 168 pp. $3.95 (paper). Common problems women face when deciding to change their lives are examined. Deciding to become a student, financial aid, ways in which women have been socialized to fail and information one should know before enrolling in school are considered. Advantages of two-year colleges, selecting a four-year college, graduate school, special programs for returning women and occupational outlook for women college graduates into the 1980's are explored.

**Facing Careers in the Year 2000.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 7 pp. $1.00. Changing environment, values and world of work are considered. Role of counselors in implementing changes directed toward future needs is emphasized.

**Guide to Jewish Life on the College Campus, A.** Yavneh, Religious Jewish Students Association, 156 Fifth Ave., New York, NY 10010. 1975. Unnumbered. $2.00 (prepaid, plus 50 cents postage and handling). Purpose of this guide is to inform prospective students about quality of Jewish life on college campuses and neighboring communities. Synagogues in the community, Jewish groups on campus, Judaica on campus and Kashrut on campus and in the community are covered.

**Guide to Kosher Facilities on Campus.** B'nai B'rith Hillel Foundations, 1640 Rhode Island Ave., N.W., Washington, DC 20036. 1975. 50 pp. $1.50. Schools in the U.S., Canada and overseas served by the B'nai B'rith Hillel Foundations as well as other American universities having substantial facilities for observance of kashrut are listed.

**Guide to Programs in Linguistics.** Center for Applied Linguistics and the Secretariat of The Linguistic Society of America. Available from: Center for Applied Linguistics, 1611 North Kent St., Arlington, VA 22209. 1975. 229 pp. $6.00. Linguistic programs in the U.S. and Canada are listed. Each entry includes name of program, chairman, degrees offered, number of present majors, brief essay describing program and facilities, and course offerings.

**How to Buy and Sell a Small Business.** Drake Publishers, Inc., 381 Park Ave., South, New York, NY 10016. 1975. 122 pp. $4.95. Guidelines for buying and selling a small business are provided. Buy-sell transaction, sources of information for decisions, use of financial statements, and analyzing the market position of a company are considered.

**How to Decide: A Guide for Women.** Nelle Tumlin Scholz, Judith Sosebee Prince and Gordon Porter Miller. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 121 pp. $5.95. Procedures, guidelines, do's and don't's necessary for women's personal and professional satisfaction are stressed. Developing plans of action, discovering interests, abilities and talents, coping with value conflicts, setting goals, and using assertive behavior are highlighted.

**Information for Applicants to Schools and Colleges of Optometry, Fall 1976.** American Optometric Association and Association of Schools and Colleges of Optometry. Available from: Association of Schools and Colleges of Optometry, 1730 M St., N.W., Washington, DC 20036. 1975. 42 pp. Free. Facts about profession of optometry are presented. Academic requirements for admission to schools and colleges of optometry are surveyed. Listing of schools provides information on name, address, phone, admissions officer, application, selection and acceptance procedures.

**Job at the End, A: Guidelines for Teen Counseling, Training and Career Development.** Bonnie Leslie. Communications, National Board of the YWCA, 600 Lexington Ave., New York, NY 10022. 1975. 100 pp. $2.50. Specific guidelines for setting up local job placement and career development programs for teen women are offered. Appendix provides models and games to be adapted to local programs.

**Jobs for Veterans With Disabilities.** Thurlow R. Wilson and John A. Richards. U.S. Department of Labor, Manpower Administration. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1975. 41 pp. $1.05. Research findings on employment of disabled veterans are presented.

**Meeting the Challenge: Experimental and Innovative Colleges and Universities.** S. Norman Feingold, Anne E. Garrett and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Each listing contains information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system and degrees offered as well as tuition costs, types of housing facilities are considered. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

**Mother Who Works Outside the Home, The.** Sally Wendkos Olds. Child Study Press, Child Study Association of America, Wel-Met Inc., 50 Madison Ave., New York, NY 10010. 1975. 79 pp. $1.50. Reasons mothers work, effects of mothers' working on children and husbands as well as on women's personal life are considered. Rewards of working, the one-parent family and managing home and job are also explored.

**1975-76 Guide to External and Continuing Education: Continuing Education, Correspondence Study, External Degree Programs.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 192 pp. $5.50. Information on continuing education, correspondence study and external degree programs at over 800 institutions in the U.S. is provided. Data on admissions, credit, time limits, tuition and fees are included.

**1975-1976 Guide to Four-Year College Majors.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 314 pp. $5.50. This guide is a compilation of 300 four-year, graduate and professional programs offered by approximately 1800 institutions of higher education. Separate listing of 113 university programs at 60 Canadian four-year colleges and universities is provided. Contents include index to general areas of study, listing of specific majors or programs, and a listing of colleges with address and status changes.

**1975-1977 Guide to Independent Study Through Correspondence Instruction.** National University Extension Association, One Dupont Circle, Suite 360, Washington, DC 20036. 1975. 44 pp. $1.00. Correspondence courses available from regionally accredited member colleges and universities are listed.

**Out of Work.** Stephen Ludwig. New Readers Press, Box 131, Syracuse, NY 13210. 1975. 56 pp. $1.50. Job finding techniques for the unemployed are examined. Vocational school, apprenticeship and other job training programs are discussed. Debt counseling and how to get unemployment insurance, welfare and help from unions are considered.

**PTG Endorsed Schools.** Piano Technicians Guild, P.O. Box 1813, Seattle, WA 98111. 1975. 1 p. Free. Courses in piano tuning and repair endorsed by the Piano Technicians Guild are listed. Training programs for the sighted as well as for the visually handicapped are included.

**Prelaw Handbook: The Official Guide to ABA-Approved Law Schools.** Association of American Law Schools and Law School Admission Council. Available from: Law School Admission Services, Box 944, Princeton, NJ 08540. 1975. 351 pp. $3.00 (shipped bulk rate); $5.00 (shipped first class). Descriptions of the 160 law schools approved by the American Bar Association provide information on admission standards and criteria, GPA and LSAT profiles of most recent class admitted, and programs of study. Prelaw study as well as details on applying to and getting into law school, what law school is like, and the legal profession are discussed.

**Routes Into the Future.** Consumer Electronics Group, Electronic Industries Association, 2001 Eye St., Washington, DC 20006. 1975. 33 pp. Free. Public, private and correspondence schools offering consumer electronics servicing courses are listed.

**Students Teach Students.** Peggy Lippitt. Phi Delta Kappa Educational Foundation, Eighth and Union, Box 789, Bloomington, IN 47401. 1975. 42 pp. 50 cents. Origins of the cross-age helping program are outlined. Elements in an effective tutoring program, traps to avoid and other types of programs are examined.

**Training Programs for Pediatric Health Manpower.** American Academy of Pediatrics, Office of Health Manpower, 1801 Hinman Ave., Evanston, IL 60204. 1975. 15 pp. Free. Programs for Pediatric Nurse Associate and Medical Assistant in Pediatrics are listed. Name of program, date of inception, graduates to date, address, director, minimum prerequisites, length of training and certificate or degree granted are included for each listing.

**Where Have They Gone? The Hard-to-Place Majority: A National Study of Liberal Arts Graduates.** Ann Stouffer Bisconti and Irene L. Gomberg. CPC Foundation, P.O. Box 2263, Bethlehem, PA 18001. 1975. 32 pp. $5.00. Primary focus of this report is on career patterns of men and women with bachelor's degrees in the arts, humanities and social sciences. Finding a job, comparison of major and occupation, salary levels and job satisfaction are considered.

**Woman's Work Book.** Karin Abarbanel and Gonnie McClung Siegel. Praeger Publishers, Inc., 111 Fourth Ave., New York, NY 10003. 1975. 327 pp. $4.95 (paper). Instructions on how to match skills and interests to available employment opportunities, including new fields opening up to women are provided. How to write a "job-winning" resume, dealing effectively with employment agencies and translating want ads into accurate descriptions of job vacancies are covered. Information on how to locate and tap the "hidden market" is presented. Strategies for dealing with sex discrimination are outlined. Directory of job-finding and career-building resources is included.

**Women in a Changing World.** Uta West (Ed.). McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 170 pp.

$3.95 (paper). Articles from *Viva*, *The Village Voice*, *Ms.*, etc., and fiction by well-known authors reflecting women's changing attitudes toward both themselves and men as a result of the women's movement are presented.

## GUIDANCE ADMINISTRATION AND PROCEDURES

**Basics of Supervisory Management, The: Mastering the Art of Effective Supervision.** James Menzies Black. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 214 pp. $12.95. Basic rules of good supervisory management are explained. Daily problems supervisors face and ways of solving them are examined. On-the-job examples, checklists, specific guides and recommendations are provided.

**Bridging the Gap: A Selection of Education-to-Work Linkages.** Richard I. Ferrin and Solomon Arbeiter. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 68 pp. $4.00. This report is intended to give individuals involved in bringing education and work closer together ideas of the kinds of programs currently in progress that seek to link these two worlds together. Twenty-six education-to-work linkages that run the gamut from communication of information about the learning place and work place to programs that integrate learning and working processes are summarized.

**Campus in Transition.** Educational Facilities Laboratories, 850 Third Ave., New York, NY 10022. 1975. 76 pp. $4.00 (prepaid). This report discusses planning and designing the physical plant for higher education. Fiscal crisis, population and college enrollment as well as other factors effecting academic trends are examined. Eight strategies for management of space are proposed.

**Career Guidance: Roles for Action.** Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

**Career Guidance—When, Where and By Whom?** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Developments within career guidance and technical innovations likely to occur within the next 20 years are outlined. The "when, where and by whom" of career guidance are examined. Counselors' responsibilities within framework of career guidance are considered.

**Career Guidance and the Changing World of Work.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Physical and educational changes occurring in our society are considered. Impact of technological change and resultant change in composition of the labor force are examined.

**Critical Issues in Career Guidance.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered.

**Divided Academy, The: Professors and Politics.** Everett Carll Ladd, Jr. and Seymour Martin Lipset. Carnegie Foundation for the Advancement of Teaching. Available from: McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 407 pp. $17.50. Faculty's point of view on transformations of American colleges and universities in the last decade and a half is examined. Authors deal with internal (i.e. university) and external (national) politics of professors, drawing upon opinion survey of more than 60,000 professors.

**Education Finance in the Coming Decade.** Charles S. Benson. Phi Delta Kappa Foundation, Eighth and Union, P.O. Box 789, Bloomington, IN 47401. 1975. 120 pp. $4.00 (paper). Author focuses on three issues likely to have a major impact on the future of public elementary and secondary education. Issues include:

improvement of family choice in selection of educational services; whether and how technological efficiency of schools can be enhanced; and how to raise money needed to distribute educational services to different groups.

**Education Interest Groups in the Nation's Capital.** Stephen K. Bailey. American Council on Education, One Dupont Circle, Washington, DC 20036. 1975. 87 pp. $7.50 (plus 50 cents handling). Summaries of approximately 300 education organizations and other organizations interested in education are presented. Organizations' relations with executive branch of government and Congress are described.

**Ethical and Legal Concerns of the Counselor.** Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors' performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed.

**Faculty Bargaining: Change and Conflict.** Joseph W. Garbarino and Bill Aussieker. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 278 pp. $10.00. Collective bargaining is viewed in context of rapid changes in colleges and universities in the 1960s and 1970s that have threatened traditional relationships among professors, their institutions and other sectors of society. Traditional forms of faculty participation in institutional governance; development, strengths and weaknesses of some national organizations representing faculty members as bargaining agents; changes in faculty relationships to their institutions evolving out of collective bargaining; educational, political and administrative issues that are raised by new bargaining procedures are covered.

**Handbook for Faculty Development, A.** William H. Bergquist and Steven R. Phillips. Council for the Advancement of Small Colleges and College Center of the Finger Lakes. Available from: Council for the Advancement of Small Colleges, One Dupont Circle, Suite 750, Washington, DC 20036. 1975. 306 pp. $8.95. Variety of approaches to instructional, personal and organizational development are presented. Forms, observation guides, handouts and exercises proven effective in establishing faculty development programs are included.

**Human Relations in Business.** (Second Edition). Fred J. Carvell. Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 408 pp. $10.95. Ways in which people interact with social, organizational and human elements encountered in the work environment are examined. Philosophies and techniques for supervisors to improve their operating effectiveness and human relations skills are explored.

**Human Side of Organizations, The.** Stan Kossen. Canfield Press, 850 Montgomery St., San Francisco, CA 94133. 1975. 370 pp. $10.95. Human relations in an organizational framework are studied. Human perception, needs and motivation; need for active listening; concepts of organization; techniques of leadership and leadership problems are considered. Nature of prejudice and discrimination, employment of women, problems of the aging and handicapped, problems of alcohol and drug abuse in organizations, and future directions are examined.

**Instructors and Their Jobs.** (Third Edition). W. R. Miller and H. C. Rose. American Technical Society, 5608 Stony Island Ave., Chicago, IL 60637. 1975. 298 pp. $9.50. Basic concepts of what it takes to make a good instructor are covered. The learning process, identifying content, preparing courses, questioning, demonstrating, measuring and evaluating are considered.

**Lowered Age of Majority, The: Its Impact on Higher Education.** David J. Hanson. Association of American Colleges, 1818 R St., N.W., Washington, DC 20009. 1975. 46 pp. $2.00 (prepaid). Author reviews effect of Twenty-sixth Amendment on higher education. Impact of 18-year-old adult status on parental responsibility and evaluation of financial need, residency status and out-of-state tuition, required residence hall living and a variety of other institutional policies are analyzed.

**Managerial Odyssey, A: Problems in Business and its Environment.** Arthur Elkins and Dennis W. Callaghan. Addison-Wesley Publishing Company, Reading, MA

01867. 1975. 526 pp. $8.95 (paper). First section covers social responsibility, business ethics and theories of managerial behavior. Second section consists of eight socio-politico-economic problem areas affecting managerial decisions. Final section focuses on social accounting and problems faced in quantifying nonmarket decision-making.

**Open Education: Critique and Assessment.** Vincent R. Rogers and Bud Church (Eds.). Association for Supervision and Curriculum Development, 1701 K St., N.W., Suite 1100, Washington, DC 20006. 1975. 110 pp. $4.75 (paper). Concept of "openness" as well as open education and American values are described. Case studies exploring success and failure of open education programs in a variety of settings are presented. Final section considers prospects of ideas which characterize open education.

**Organizational Behavior and Industrial Psychology: Readings with Commentary.** Kenneth N. Wexley and Gary A. Yukl (Eds.). Oxford University Press, Inc., 200 Madison Ave., New York, NY 10016. 1975. 641 pp. $8.95 (paper). Major issues, trends and theories in organizational behavior and industrial psychology are examined. Selections deal with job satisfaction and motivation, leadership, administration, organization structure and development, management by objectives, personnel selection, equal employment opportunity, conflict management, performance appraisal, job training and working conditions.

**Perspectives on Career Guidance: An Administrator's View.** S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Twenty-two working guidelines for counselors are provided. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

**Power and the Corporate Mind.** Abraham Zaleznik and Manfred F. R. Kets De Vries. Houghton Mifflin Company, 2 Park St., Boston, MA 02107. 1975. 288 pp. $10.95. Drawing on case material ranging from large corporations to small family businesses, from government bureaucracies to political offices and campaign groups, this psychoanalytic inquiry examines crucial effect that chief executive's personality has upon organizations and society. Human development and motivation; conceptions of power, authority and influence; and decision-making and allocation of resources are considered.

**Principal's Guide to Mainstreaming.** Bureau of Business Practice, Inc. Available from: Croft-NEI Publications, 24 Rope Ferry Rd., Waterford, CT 06386. 1975. 48 pp. $4.00 (paper). "Mainstreaming," the practice of teaching educationally handicapped youngsters in regular classrooms with normal students, is considered. Pupil selection, organization, curriculum and instruction, mainstreaming in secondary school, classroom management, parents' roles and program evaluation are outlined. Appendix provides special curriculum for educable mentally retarded students.

**Professional Components in Education for Fundraising.** Frank M. Loewenberg (Ed.). Council on Social Work Education, 345 East 46th St., New York, NY 10017. 1975. 61 pp. $3.50 (paper). Professional context of fundraising function in social work values and practice is considered. Conceptual framework for fundraising curriculum is examined in three schools of social work.

**Proposed Accreditation Standards for Degree-Granting Correspondence Programs Offered by Accredited Institutions.** McGraw-Hill Continuing Education Center, 3939 Wisconsin Ave., N.W., Washington, DC 20016. 1975. 26 pp. Free (limited supply). Educational standards of correspondence study programs are reviewed. Conditions of eligibility before correspondence degree programs should be evaluated for accreditation are recommended.

**Pupil Personnel Strategies and Systems.** Robert W. Ferris. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 250 pp. $14.95. Strategies for organizing, managing and evaluating pupil personnel programs are presented. Models for management, administrative systems, organization for group counseling, programs for career development and exceptional individuals are explored.

**School Administrators and the Courts: A Review of Recent Decisions.** H. C. Hudgins, Jr. Educational

Research Service, Inc., 1815 North Fort Myer Dr., Arlington, VA 22209. 1975. 95 pp. $6.00. Experience, views and thinking of noted authorities regarding current issues, problems and practices in school administration are reviewed.

**Secondary School Evaluation Criteria: Narrative Edition. A Guide for School Improvement.** National Study of School Evaluation, 2201 Wilson Blvd., Arlington, VA 22201. 1975. 186 pp. $6.00. Guidelines for conducting self-evaluation by individual schools and visiting committees are provided. Design of curriculum, instructional areas, school staff and administration, learning media services, student personnel services, student activities, school plant and facilities are covered.

**Sex Equality in Educational Administration.** American Association of School Administrators, 1801 North Moore St., Arlington, VA 22209. 1975. 23 pp. $1.00. Roles of women and men in educational administration are examined. Positive steps toward eliminating discrimination in recruitment, hiring, training, promotion, layoff, discharge, disciplinary action, wages, and all terms, conditions or benefits of employment are considered.

**Sex Equality in Educational Materials.** American Association of School Administrators, 1801 North Moore St., Arlington, VA 22209. 1975. 18 pp. $2.50. This report specifically concerns sex stereotyping in textbooks. Current practices that frustrate full development of human resources and deny equal educational opportunity for women are described. Remedies to correct the condition as well as administrative action appropriate to its eradication are suggested.

**Shaping the American Educational State: 1900 to the Present.** Clarence J. Karier. The Free Press, Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 439 pp. $10.95 (cloth). Ways in which the modern American educational system was shaped by educational reformers and social scientists with distinct race, sex and class biases are revealed. Essays develop twin themes of the consequences of "education for social efficiency," and the role of educators as servants to both power and truth.

**Student Power: Practice and Promise.** Glorianne Wittes, Joan Chesler and Dale Crowfoot. Educational Change Team, University of Michigan. Available from: Citation Press, 50 West 44th St., New York, NY 10036. 1975. 298 pp. $4.95 (paper). Origin, programs, governance and intergroup relationships of alternative high schools in Michigan are described. Six schools are analyzed and compared with respect to innovation processes, power-sharing structures, autonomy vs. community conflicts and degree of humanism, racism and pluralism.

**Systematic Parent Training: Procedures, Cases and Issues.** William Hansford Miller. Research Press, 2612 North Mattis Ave., Champaign, IL 61820. 1975. 163 pp. $7.95 (paper). Purpose of this manual is to describe procedures that can provide effective child mental health care with a minimum of professional time and effort. Systematic method for parent-child assessment, intervention and follow-up to be utilized in child outpatient treatment facilities is presented.

**This We Believe: Secondary Schools in a Changing Society.** Task Force on Secondary Schools in a Changing Society, National Association of Secondary School Principals. Available from: NASSP Publication Sales, 1904 Association Dr., Reston, VA 22091. 1975. 62 pp. $3.00. Nature of modern youth, the contemporary social scene and place of secondary education within that scene are examined. Central focus is on educational program of the secondary school.

**Upgrading—Problems and Potentialities: The R&D Experience.** U.S. Department of Labor, Manpower Administration. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1975. 54 pp. $1.20. This report recounts experience of contractors with the Manpower Administration in providing upgrading services through research and demonstration projects in public and private sectors. Significant findings stemming from these experimental efforts are summarized. Multiplicity of approaches used to upgrade workers in many different employment settings are highlighted. Unresolved problems and possible directions for future research are examined.

**Useful Arts and the Liberal Tradition, The.** Earl F. Cheit. Carnegie Commission on Higher Education.

Available from: McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10030. 1975. 166 pp. $10.00. Schools for four professions–agriculture, engineering, business administration and forestry–are examined in relation to traditional academia.

## STUDENT AIDS

**Aid to Higher Education Doctoral Dissertation Award.** State Farm Companies Foundation, One State Farm Plaza, Bloomington, IL 61701. 1975. 4 pp. Free. Award in amount of $5000 to the recipient (with an additional $1000 grant to winner's college or university) is given annually. Applicants must have completed a major portion of their doctoral program (preferrably at dissertation stage) and be majoring in insurance or a related field of study.

**Dental Scholarships for Minority Students.** American Fund for Dental Health, 211 East Chicago Ave., Chicago, IL 60611. 1975. 2 pp. Free. Scholarships are awarded to minority students (American Indians, Blacks Mexican-Americans and Puerto Ricans) beginning their first year of dental school. Eligibility, amount of award, terms, selection and application procedure are detailed.

**Dental Teacher Training Fellowships.** American Fund for Dental Health, 211 East Chicago Ave., Chicago, IL 60611. 1975. 2 pp. Free. Fellowships up to $10,000 per year, including a $6,000 stipend, $500 allowance for each dependent and full tuition, are awarded to students pursuing an advanced dental degree. Recipients must certify that they will teach a minimum of two-and-a-half days per week for five consecutive years at a dental school accredited by the American Dental Association. Eligibility, terms, selection and application procedure are described.

**Fifth Van Cliburn International Piano Competition.** Van Cliburn International Quadrennial Piano Competition, 3505 West Lancaster, Fort Worth, TX 76107. 1975. Unnumbered. Free. Primary purpose of the Van Cliburn Piano Competition is to launch a young artist between the ages of 18 and 29 on a concert career. Preliminary, semi-final and final stages, as well as prizes, sponsors and application procedures are described.

**Foster G. McGaw Scholarship Loan Fund, The.** American College of Hospital Administrators, 840 North Lake Shore Dr., Chicago, IL 60611. 1975. 1 p. Free. Primary purpose of this loan program is limited to help cover tuition, maintenance and extraordinary expenses directly related to study. Recipients must be enrolled in a graduate program in hospital or health services administration accredited by the Accrediting Commission on Graduate Education for Hospital Administrators and acceptable to the American College of Hospital Administrators. Application procedures and deadline are included.

**Graduate Programs in Hospital Administration.** American College of Hospital Administrators, 840 North Lake Shore Dr., Chicago, IL 60611. 1975. Unnumbered. Free. Accredited graduate programs in hospital administration are listed.

**Guide to American Graduate Schools.** (Revised). Herbert B. Livesey and Harold Doughty. The Viking Press, Inc., 625 Madison Ave., New York, NY 10022. 1975. 437 pp. $8.95. Post-baccalaureate study opportunities at more than 650 accredited institutions are covered. Admission and degree requirements, tuition, housing fees, degrees conferred, enrollments, fields of study and financial aid are detailed.

**Guide to Financial Aid for Students and Parents.** Elizabeth W. Suchar. College Entrance Examination Board. Available from: Simon and Schuster, Inc., Reference, Technical and Review Book Division, One West 39th St., New York, NY 10018. 1975. 245 pp. $4.95 (paper). Information on every major financial aid source in the country is presented. Basic Educational Opportunity Grant Program, financial aid from states, Guaranteed Student Loan Program, special-purpose programs and local financial aid are covered. Listing of U.S. colleges and universities with their current tuition, fees and other expenses is provided.

**Helen Miller Malloch Scholarship.** National Federation of Press Women, Inc. Available from: NFPW Director, Scholarships and Grants, Barbara J. Howett, 3809 Shore Ave., Everett, WA 98203. 1975. 1 p. Free. This $1000 scholarship is awarded annually to upper class students majoring in communication, graduate students or professional communicators. Judging and application deadline are detailed.

**Information for Applicants: Grace Whiting Myers–Malcolm T. MacEachern Student Loan Fund.** Foundation of Record Education, American Medical Record Association, 875 North Michigan, Suite 1850, John Hancock Center, Chicago, IL 60611. 1975. 1 p. Free. Persons are eligible for this loan if they are beginning their final year of study in an accredited program of Medical Record Administration, or for Medical Record Technicians or are Registered Record Administrators working toward an advanced degree. Terms of loan and procedure for application are outlined.

**John Frederick Steinman Fellowship Fund, The.** John Frederick Steinman Fellowship Fund Committee, 8 West King St., Lancaster, PA 17603. 1975. Un-numbered. Free. Annual fellowships are awarded to qualified persons seeking advanced study in fields of psychiatry, psychology or social case work. Eligibility requirements, selection procedures, terms of fellowship, rules for recipients and application deadline are stipulated.

**John Simon Guggenheim Memorial Foundation Fellowships: United States of America and Canada 1976.** John Simon Guggenheim Memorial Foundation, 90 Park Ave., New York, NY 10016. 1975. 26 pp. Free. Fellowships for furthering the development of scholars and artists in fine arts, including music, are awarded through two annual competitions. Academic and personal qualifications, application procedure, amount of award, and selection are stipulated.

**National Federation of Music Clubs Offers Scholarships and Awards.** National Federation of Music Clubs Headquarters, Suite 1215, 600 South Michigan Ave., Chicago, IL 60605. 1975. 4 pp. Free. This leaflet describes biennial, annual student, and annual junior awards; college and university scholarships; and annual NFMC summer music scholarships. Each entry lists award, category, age limit, entry fee, amount of award, deadline for application and chairperson.

**Need a Lift? To Educational Opportunities, Careers, Loans, Scholarships, Employment.** (Twenty-fifth Edition). American Legion Education and Scholarship Program, Americanism and Children and Youth Division, P.O. Box 1055, Indianapolis, IN 46206. 1975. 132 pp. 50 cents (prepaid). Sources of career, scholarship and loan information are listed. Information directs students to over $4 billion in scholarships, fellowships, loans and part-time jobs to help finance their education. Details on state educational benefits are included.

**SEG Foundation Scholarship Programs.** Society of Exploration Geophysicists, SEG Foundation, P.O. Box 3098, Tulsa, OK 74101. 1975. 1 p. Free. Scholarships for students pursuing careers in geophysics are awarded annually. Foundation's policy, number of scholarships as well as amount and administration of scholarships, and general eligibility requirements are detailed.

**Student Aids and BBCCS: A New Look at an Old Problem.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. $1.00. Role of counselors in career and scholarship planning is delineated. Types of financial assistance are discussed. Sources of information on Guaranteed Student Loan Program are listed. Areas in which problems exist for minority students are explored.

**Supplemental Aid Scholarships: Speech Pathology and Audiology.** National Easter Seal Society for Crippled Children and Adults and Alpha Chi Omega, National Women's Fraternity. Available from: Education and Information Services, National Easter Seal Society for Crippled Children and Adults, 2023 West Ogden Ave., Chicago, IL 60612. 1975. 2 pp. Free. This program provides a limited number of supplemental aid scholarships in amounts up to 750 annually to master's degree candidates accepted in accredited programs of Speech Pathology and Audiology who have demonstrated superior professional promise and legitimate financial need. This program is conducted on a rotating regional basis.

## AIDS FOR THE TEACHER

**Career Education in the Academic Classroom.** Garth L. Mangum, James W. Becker, Garn Coombs and Patricia Marshall (Eds.). Olympus Publishing Company, Two Olympus Plaza, 1607 East Thirteenth South, Salt Lake City, UT 84105. 1975. 198 pp. $8.95. Various relationships between traditional academic disciplines and concepts of career education are explored. Educational goals, important issues and

techniques for incorporating career education into classroom activities are among topics discussed.

**Educators Guide to Free Filmstrips.** (Twenty-seventh Edition). Mary Foley Horkheimer and John C. Diffor (Eds.). Educators Progress Service, Inc., Randolph, WI 53956. 1975. 180 pp. $9.25. Compiled information on 536 titles, including 287 filmstrips, 247 sets of slides and 2 sets of transparencies are listed according to subject matter. Availability, loan terms and ordering procedures are noted. Canadian and Australian availability indices are provided.

**Educators Guide to Free Health, Physical Education, Recreation Materials.** (Eighth Edition). Foley A. Horkheimer (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1975. 520 pp. $10.00. Title, source, availability and content are provided for 2518 free materials on health, physical education and recreation. Films, filmstrips, tapes, scripts, transcriptions and other materials are listed.

**Educators Guide to Free Science Materials.** (Sixteenth Edition). Mary H. Saterstrom (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1975. 414 pp. $10.25. This multimedia guide lists complete information on titles, sources, availability and content for 994 films, 28 filmstrips, 50 slides, 1 set of transparencies, 172 audiotapes, 25 videotapes, 3 scripts, 51 transcriptions, 53 charts, exhibits, magazines, and posters, and 474 other printed materials. Canadian and Australian availability indices are included.

**Educators Guide to Free Tapes, Scripts, Transcriptions.** (Twenty-second Edition). Walter A. Wittich and James L. Berger (Eds.). Educators Progress Service, Inc., Randolph, WI 53956. 1975. 254 pp. $9.50. Information on source, availability and content of 516 free audiotapes and cassettes, 196 videotapes and cassettes, 18 scripts, and 229 audiodiscs is presented. Canadian and Australian availability indices are also provided.

**Educator's Guide to Media Lists.** Mary Robinson Sive. Libraries Unlimited, Inc., P.O. Box 263, Littleton, CO 80120. 1975. 234 pp. $10.00 (U.S. and Canada); $12.00 (elsewhere). More than 270 selected media lists of instructional materials on varied curriculum topics for grades K–12 are listed. Classification system gives access by subject and type of media. Each entry provides bibliographic description, order information, purpose, grade level, arrangement, subjects treated and other pertinent details.

**Finding Your First Job.** (Text/Workbook). Carl McDaniels. Houghton Mifflin Company, One Beacon St., Boston, MA 02107. 1975. 74 pp. $1.95 (teacher's manual, $1.50). Job-finding information is presented. Careers for the future, types of jobs, preparing to look for a job, filling out forms and how to find out about jobs are surveyed. Conducting oneself in an interview, deciding which job to take, getting along on the job and progressing in one's job are considered. Teacher's manual accompanies student workbook.

**Helping Children Overcome Learning Difficulties: A Step-By-Step Guide for Parents and Teachers.** Jerome Rosner. Walker and Company, 720 Fifth Ave., New York, NY 10019. 1975. 321 pp. $12.50. Author presents a three-phase, home-teaching program for children with dyslexia and other learning handicaps. Phases considered include: testing, teaching and prevention.

**Let My Children Work!** John P. Blessington. Anchor Press, Doubleday and Company, Inc., Garden City, NY 11530. 1975. 184 pp. $2.95 (paper). Author, an educator and parent, argues that education is not truly changing. Major flaws in our educational system are pinpointed with suggestions for resolving them.

**Medical Problems in the Classroom: The Teacher's Role in Diagnosis and Management.** Robert H. A. Haslom and Peter J. Valletutti (Eds.). University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1975. 334 pp. $12.50. Teacher's role in diagnosis and management of students with medical problems and educational implications of their conditions are described. Visual and hearing disorders, neurological disorders, endocrine disorders, chronic illnesses, drug abuse, cerebral palsy and associated dysfunctions, orthopedic problems, genetically-based handicaps, mental retardation and nutritional deficiency are covered.

**Personalizing Education: Values Clarification and Beyond.** Leland W. Howe and Mary Martha Howe. Hart Publishing Company, Inc., 15 West 4th St., New

York, NY 10012. 1975. 576 pp. $10.00 (cloth). Authors explain how and why valuing process can be made to permeate the total educational process. Four-part elaboration of techniques for personalizing education focuses on human relationships, classroom goals, curriculum and classroom organization and management. Over 100 strategies and worksheets are included.

**Research Methods in Education: An Introduction.** (Second Edition). William Wiersma. F.E. Peacock Publishers, Inc., 401 West Irving Park Rd., Itasca, IL 60143. 1975. 411 pp. $9.95 (cloth). Basic research methods in education are considered. Part One is devoted to measurement and sampling. Part Two discusses procedures for testing hypotheses by parametric, nonparametric and correlational techniques. Part Three is concerned with research literature.

**Value Exploration Through Role Playing: Practical Strategies for Use in the Classroom.** Robert C. Hawley. Hart Publishing Company, Inc., 15 West 4th St., New York, NY 10012. 1975. 175 pp. $4.95 (paper). Role playing techniques geared toward junior and senior high school students for exploring their own values as well as those of peers and parents are presented. Teaching with role playing and its uses, tips on what to do when role play goes wrong and development of moral judgment through role playing are considered.

## GUIDANCE MATERIAL—FREE OR INEXPENSIVE

**CLEP May Be For You.** College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 25 pp. Free. Brief descriptions of general examinations and subject examinations, including business, education, humanities, mathematics, medical technology, nursing, sciences and social sciences are provided. Sources of further information are given.

**Career Development: Theoretical and Practical Issues for Organizations.** Edgar H. Schein. Organization Studies Group, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA 02139. 1975. 55 pp. Free. Author stresses need for career development in public and private organizations. Definition of career, stages and cycles in careers, the "career cube," and ways to improve career development process are considered.

**Current Social Issues: The Public's View.** Research Services, Institute of Life Insurance, 277 Park Ave., New York, NY 10017. 1975. 28 pp. Free (single copy). Findings from a series of national surveys during the spring of 1975 are reported. New attitudes toward family; changes in traditional sex roles; people's orientation toward present versus future; and feelings of personal control, or lack of control, over key areas of life are covered.

**Graduation Requirements.** (NASSP Special Task Force Report.) National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1975. 22 pp. 50 cents. Issues surrounding high school graduation, including articulation, verification, alternative programs and social context, are discussed. Special recommendations concerning graduation requirements are offered.

**Interim Report With Recommendations for Legislation.** National Advisory Council for Career Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1975. 35 pp. 85 cents. Legislative proposal for incremental implementation of career education at K–12 level provides for a funding schedule over a five-year period to accomplish nine major goals. Rationale leading to this proposal and activities of the Council are noted.

**Multiple Jobholders in May 1974.** (Special Labor Force Report 177). Allyson Grossman. Reprinted from: *Monthly Labor Review*, February 1975. Available from: U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1975. Unnumbered. Free (single copy). Findings from latest survey of multiple jobholding conducted by the Bureau of the Census for the Bureau of Labor Statistics are presented.

**1976–77 Catalog of Publications.** B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, information relating to the handicapped and rehabilitation

counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

**Occupational Mobility of Workers.** (Special Labor Force Report 176). Reprinted from: *Monthly Labor Review*, February 1975. Available from: U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1975. Un-numbered. Free (single copy). Current patterns of occupational mobility are discussed. Statistical data are presented on demographic characteristics, flows among occupations, job and industrial mobility.

**Project on Sex Equality in Guidance Opportunities: Resources for Counselors, Teachers and Administrators.** (Revised Edition). Mary Ellen Verheyden-Hilliard, Carol Jordan and Suzanne Turner McBride. American Personnel and Guidance Association, Sex Equality in Guidance Opportunities Project, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1975. 11 pp. Free. This annotated list provides resources on sexism from both traditional and non-traditional sources. Categories include: Bibliographies/Resources, Counseling, Curriculum, Girls and Women/Boys and Men, Sports and the Law. Addresses of organizations, publishers and reports with helpful information and sources of educational financial aid for women are furnished.

**Publications and Audio-Visuals for: Health Professionals, Educators, Patients.** Sister Kenny Institute, 1800 Chicago Ave., Minneapolis, MN 55404. 1975. Un-numbered. Free (single copy). Publications and audio-visual aids pertaining to the handicapped are listed. Title, author, publication date, price and brief description are included.

**School Violence and Vandalism.** Owen B. Kiernan. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1975. 11 pp. 50 cents (prepaid). Contributing factors behind school violence and vandalism are identified. Recommendations to decrease incidence of school crime are offered.

**Stake of the Public Schools in Early Childhood Education, The.** Albert Shanker. American Federation of Teachers, AFL-CIO, 1012 Fourteenth St., N.W., Washington, DC 20005. 1975. Un-numbered. Free. Importance of early childhood education and day care is stressed. Sponsorship of such programs, qualifications to work in early childhood education as well as other concerns are covered.

**Three Steps for College Entrance.** President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1972. Un-numbered. Free. Suggestions on preparing for college are detailed. Self-help ideas concerning financial aid are discussed. Scholarship and loan resources and addresses are listed. An education planning calendar is provided to record college visits, examination dates, deadlines for applications and other pertinent data.

**Who's Afraid of Educational Accountability?** Lesley H. Browder, Jr. Cooperative Accountability Project. Available from: State Educational Accountability Repository, Miss Phyllis Hawthorne, Research Analyst, Wisconsin Department of Public Instruction, 126 Langdon St., Madison, WI 53702. 60 pp. Free (single copy). Accountability definitions and parallel between performance by objectives in the non-educational world and realm of education are considered. Various applications of accountability are interpreted.

## ADULT EDUCATION AND THE AGING

**Aging Is Becoming.** Bernice Milburn Moore. Hogg Foundation for Mental Health, University of Texas, Austin, TX 78712. 1975. Un-numbered. 5 cents. Author has adapted Gordon Allport's theory of "becoming"—as a continual process of growing and developing—to senior years.

**Don't Die Broke! A Guide to Secure Retirement.** Melvin Jay Swartz. Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 223 pp. $8.95. This guide, by a lawyer who has counseled over 4000 retired clients, answers questions concerning retirement. Social Security, pensions, life insurance, "retirement marriages," trusts, basic principles of wills and estates, probate-avoidance tools and other concerns are explored.

**Honorable Elders, The: A Cross-Cultural Analysis of Aging in Japan.** Erdman Palmore. Duke University Press, Box 6697, College Station, Durham, NC 27708. 1975. 148 pp. $3.75 (paper). Aging in Japan is compared with the aging process in three Western industrialized nations: United States, Great Britain and Denmark. Combination of modern industrialization with older oriental traditions is highlighted.

**Male "Menopause:" Crisis in the Middle Years.** Theodore Irwin. Public Affairs Pamphlets, 381 Park Ave. South, New York, NY 10016. 1975. 28 pp. 35 cents. Syndrome of male "menopause" and its accompanying emotional and physical changes are discussed. Guidelines for coping are presented.

**One Decade of Love: Foster Grandparent Program.** Recruiting Office, ACTION, 812 Connecticut Ave., N.W., Washington, DC 20525. 1975. 8 pp. Free (single copy). This brochure describes purpose of foster grandparent program. Benefits to participating adults and children are discussed.

**Planning the Rest of Your Life.** Theodor Schuchat. Phi Delta Kappa Educational Foundation, Eighth and Union, Box 789, Bloomington, IN 47401. 1975. 25 pp. 50 cents (35 cents, members). Basic steps of preparing for retirement are provided.

**Ready for Retirement?** Robert H. Felix. Hogg Foundation for Mental Health, University of Texas, Austin, TX 78712. 1975. Un-numbered. 5 cents. Portion of a keynote address to a conference of the Research Utilization Committee of the [Texas] Governor's Committee on Aging is presented. Author offers guidelines for advanced planning in order to make the most of retirement years.

**Second Time Around: An Alternative to Retirement.** Edwin M. Rossman. Professional Education Materials, Drake-Beam and Associates, Inc., 277 Park Ave., New York, NY 10017. 1975. 91 pp. $3.95 (paper). Hints for planning a second career are highlighted. Author illustrates examples of second careers by presenting case histories.

## HANDICAPPED AND REHABILITATION COUNSELING

**Careers for the Homebound: Home Study Opportunities.** President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 16 pp. Free. This pamphlet provides a useful reference tool for counselors in helping the homebound attain educational and vocational objectives. Courses listed may be taken by persons of various ages, backgrounds and educational achievements. Immediately following course listings are names and addresses of accredited home study schools offering those particular subjects.

**Clinical Programs for Mentally Retarded Children.** U.S. Department of Health, Education, and Welfare, Public Health Service, Health Services Administration, Bureau of Community Health Services. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1975. 36 pp. 75 cents. Clinics listed are outpatient medical facilities providing comprehensive evaluation, treatment or follow-up services primarily to children suspected of or diagnosed as being mentally retarded.

**Consider. . .Understanding Disability as a Way of Life.** Harriet May Savitz. Publications, A/V Department #196, Sister Kenny Institute, 1800 Chicago Ave., Minneapolis, MN 55404. 1975. 38 pp. $2.00. Thirty-five newspaper articles discuss various types of disabilities and problems arising from them. Physical and emotional problems encountered in daily living and ways of overcoming them, education, employment, disabling diseases, information and organizations that aid the disabled are considered.

**Developmental Intervention With Young Physically Handicapped Children.** Philip L. Safford and Dean C. Arbitman. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 319 pp. $21.50. Rationale for an integrated habilitation approach and methods employed by an interdisciplinary team in a program for handicapped children between 18 and 36 months of age (Project HEED) are presented. Nature of handicapped conditions; interrelation of cognitive, motor and psychosocial development; integration of therapy and teaching goals and techniques; group educational programs; parental involvement; and strategies for observing and recording behavior and evaluating progress are considered.

**Disabled and Their Parents, The: A Counseling Challenge.** Leo Buscaglia. Charles B. Slack, Inc., 6900

Grove Rd., Thorofare, NJ 08086. 1975. 393 pp. $8.95. Author assumes role of challenger to move doctors, psychologists, counselors, educators, physical and occupational therapists, social workers and psychiatrists to become more cognizant of the needs disabled persons and their families have for competent, reality-based guidance.

**Mentally Retarded and Society, The: A Social Science Perspective.** Michael J. Begab and Stephen A. Richardson (Eds.). University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1975. 492 pp. $17.50 (cloth). Twenty-two articles by leading authorities discuss historical and contemporary issues in mental retardation, attitudes, values, social competence and socialization, forms of family adaptation and intervention, emergent patterns of service for young people and adults, problems and strategies in social change.

**Non-Verbal Child, The: An Introduction to Pediatric Language Pathology.** (Second Edition). Sol Adler. Charles C. Thomas, Publisher, 301–327 East Lawrence Ave., Springfield, IL 62703. 1975. 262 pp. $13.50. Problems and treatment concepts of the non-verbal child are introduced. Diagnostic evaluation, team approach to habilitation, behavior management strategies and parent involvement are covered.

**Rehabilitation in Israel.** Kenneth W. Reagles, Solly Katz and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. $7.95. This volume is a compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Format for each program includes a description of rehabilitation process components such as referral procedures and sources, eligibility and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation and research activities. "Services to the Handicapped Directory," a useful guide for agency personnel, is included.

**Stroke and Its Rehabilitation.** Sidney Licht. Elizabeth Licht, Publisher, Box J, New Haven, CT 06515. 1975. 562 pp. $20.00 (cloth). Traditional approaches to rehabilitation medicine as well as newer methods of physical therapy are explored.

## THE COUNSELOR'S BOOKSHELF

**American Jewish Year Book, 1976.** Morris Fine and Milton Himmelfarb (Eds.). American Jewish Committee and Jewish Publication Society of America. Available from: American Jewish Committee, 165 East 56th St., New York, NY 10022. 1975. 613 pp. $15.00. Events and significant trends in American and world Jewish life are presented. Jewish population data for American and world Jewries, issues of concern to the American Jewish community, essay on literature of Jewish public affairs, directories and Jewish calendar are included.

**Art of Empathy, The: A Manual for Improving Accuracy of Interpersonal Perception.** Kenneth Bullmer. Human Sciences Press, Behavioral Publications, Inc., 72 Fifth Ave., New York, NY 10011. 1975. 160 pp. $4.95 (paper). Concepts and ideas underlying perceptual behavior, based on explicit personality theory, are presented. Author employs cognitive-didactic mode of instruction to aid reader in improving perceptual accuracy.

**Assertive Training for Women.** Susan M. Osborn and Gloria G. Harris. Charles C. Thomas, Publisher, 301–327 East Lawrence Ave., Springfield, IL 62703. 1975. 204 pp. $10.50 (cloth). Underlying rationale of providing assertive training groups for women, as well as potential areas of application particularly relevant to women's needs and goals are examined. Ways in which women can take responsibility for their own behavior change in order to secure both fundamental human rights and more rewarding interpersonal relationships are detailed.

**Badges and Indicia of Slavery: Cultural Pluralism Redefined.** Antonia Pantoja, Barbara Blourock and James Bowman (Eds.). Cultural Pluralism Committee, Study Commission on Undergraduate Education. Available from: Nebraska Curriculum Development Center, Andrews Hall, University of Nebraska, Lincoln, NE 68505. 1975. 199 pp. $1.00. Definition of cultural pluralism is set forth in terms of distinct religions, ethical systems, authority systems, usages in rearing children, languages, and ways of giving accounts of, and valuing, satisfactory or unsatisfactory human performance. Traditional and alternative models of cultural pluralism in higher education and the

future of education in relation to linguistic and cultural policy are considered.

**Boundless Resource, The: A Prospectus for an Education/Work Policy.** Willard Wirtz and the National Manpower Institute. New Republic Book Company, Inc., 1826 Jefferson Pl., N.W., Washington, DC 20036. 1975. 205 pp. $8.45 (including postage and handling). National Manpower Institute's conviction is that separation of education and work is detrimental to youth and adults alike. Specific program proposals for bridging the gap between education and work are presented. Agenda for private and public policy, both immediate and long term, is provided.

**Careers and Contingencies: How College Women Juggle With Gender.** Shirley S. Angrist and Elizabeth M. Almquist. Kennikat Press Corporation, 90 South Bayles Ave., Port Washington, NY 11050. 1975. 269 pp. $15.00. This book is based on a study of how a group of college women defined work and family roles for themselves over a four year period. Data on women's employment—past and present—are presented along with recommendations for the future.

**Counseling and Psychology in Elementary Schools.** Henry Kaczkowski and C.H. Patterson. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 364 pp. $22.50 (cloth). Role of counselors as facilitators of students' personal development is emphasized. Individual and group counseling and remediation of learning disabilities are discussed in regard to direct work with children. Consultation with teachers and administrators, concern with the school's social environment, and involvement with curriculum and activities in psychological education are also considered.

**Counselor's Comparative Guide to American Colleges—1976 Edition.** James Cass and Max Birnbaum. Harper and Row, Publishers, Inc., 10 East 53rd St., New York, NY 10022. 1975. 814 pp. $12.50. Information is provided on institutions offering post-secondary training and education programs ranging from less than two years' duration through the baccalaureate degree. Admissions, costs, nature of community in which school is located, academic and social life are summarized.

**Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources.** (Second Edition). Willis L. Johnson (Ed.). Garrett Park Press, Garrett Park, MD 20766. 1975. 400 pp. $8.50 (prepaid); $9.75 (postpaid). This directory lists 1340 organizations offering special programs for minority group members. Categories include: General Employment and Educational Assistance Programs, Federal Programs, Women's Programs, College and University Awards.

**Disadvantaged Consumer, The.** Alan R. Andreasen. The Free Press, Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 366 pp. $14.95. Special consumer problems of the disadvantaged are analyzed. Three basic hypotheses for causes of being disadvantaged in the market place—personal characteristics, market structure and merchant exploitation—are examined. Solutions to eliminate or moderate consumer problems are proposed.

**Educated Woman, The: Prospects and Problems.** Group for the Advancement of Psychiatry, Committee on the College Student. Charles Scribner's Sons, 597 Fifth Ave., New York, NY 10017. 1975. 188 pp. $7.95. Dilemma faced by educated women concerning future roles, opportunities and relationships is examined. Historical perspective, expectations of college women, the feminine-masculine axis, as well as life events in college and after, psychotherapy and recommendations for change are considered.

**Facilitating Career Development: Strategies for Counselors.** Robert C. Reardon and Harman D. Burck (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 317 pp. $18.75 (cloth). Direct services or counseling approaches for promoting career development including assessment, counseling contracts, information, simulation techniques and group counseling are described. Indirect or programmatic approaches such as community resources, career information center, educational guidance, career planning courses and special strategies for women, homosexuals and blacks are analyzed. Suggestions for meeting accountability and program evaluation needs are included.

**Father Power.** Henry Biller and Dennis Meredith. Anchor Books, Doubleday and Company, Inc., Garden

City, NY 11530. 1975. 390 pp. $3.50. Problems, challenges and pleasures of being a father in American society are discussed.

**Half-Parent, The: Living with Other People's Children.** Brenda Maddox. J.B. Lippincott Company, East Washington Sq., Philadelphia, PA 19105. 1975. 196 pp. $7.95. Emotional and adjustment problems as well as rewards of being a half-parent are explored. Myths, legal questions, etiquette, sexual tensions and degree to which step-parent should be a disciplinarian are analyzed.

**Helplessness: On Depression, Development, and Death.** Martin E.P. Seligman. W.H. Freeman and Company, 660 Market St., San Francisco, CA 94104. 1975. 250 pp. $8.95 (cloth). As a result of a ten-year search, author presents a new theory of anxiety and depression centered around learned feelings of helplessness. Suggestions for prevention and treatment of anxiety and depression are provided.

**Hyperactive Child, The: Diagnosis, Management, Current Research.** Dennis P. Cantwell (Ed.). Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 209 pp. $12.95. Clinical picture, epidemiology and classification of hyperactive child syndrome, as well as evaluation of a child referred for hyperactivity, natural history and prognosis are described. Major research areas and main treatment modalities are covered.

**I Feel More Like I Do NOW Than When I First Came In.** Jim McKenna. Formur, Inc., 4200 Laclede Ave., St. Louis, MO 63108. 1975. 115 pp. $3.95 (plus postage). Author presents new way to increase impact of basic Transactional Analysis Theory. Ways to change behavior, ways we "stroke" one another, five loving positions out of which people either reach true intimacy or avoid it, ways life scripts are formed, and changing "losers" to "winners" are highlighted.

**Leisure and Popular Culture in Transition.** Thomas M. Kando. C.V. Mosby Company, Publishers, 3301 Washington Blvd., St. Louis, MO 63103. 1975. 308 pp. $11.95. Overview of history and changes in attitudes toward work and leisure as well as current changes in national consciousness and lifestyle is provided. Controversy about leisure is examined from various viewpoints. Second section covers high culture, printed media, cinema, sports, outdoor recreation and travel in terms of sociological correlates. Forms of leisure, culture and lifestyle most likely to occur at the end of this century are projected.

**Lucy: Growing Up Human. A Chimpanzee Daughter in a Psychotherapist's Family.** Maurice K. Temerlin. Science and Behavior Books, Inc., Box 11457, Palo Alto, CA 94306. 1975. 216 pp. $8.95. This story tells of delights and surprises experienced in raising a chimpanzee daughter in the family of a well-known psychotherapist. Author reveals how she was raised, her eating habits, games, abilities, her command of American sign language, adventures and even her preference at cocktail hour.

**MMPI Handbook, An. Volume II: Research Applications.** (Revised). W. Grant Dahlstrom, George Schlager Welsh and Leona E. Dahlstrom. University of Minnesota Press, Minneapolis, MN 55455. 1975. 586 pp. $25.00. New developments in psychological, psychiatric, medical, criminal justice and educational applications of the MMPI are covered. Various uses of the test in experimental research on psychophysiological processes, stress effects, learning processes and personality are summarized. Evidence concerning major sources of variance in responses is examined. Studies on evaluation of treatment employing the MMPI for screening, base-line determinations, appraisals of kind and degree of change effected by physical and psychological interventions, and follow-up assessment are included.

**Mental Health: The Public Health Challenge.** E. James Lieberman (Ed.). American Public Health Association, 1015 Eighteenth St., N.W., Washington, DC 20036. 1975. 293 pp. $6.00. Issues in mental health and services to people with mental illnesses, mental retardation, problems of addiction, substance abuse and in human services generally are discussed. Importance of these issues for the community and individual for prevention, treatment, program design and a health environment is considered.

**Moodswing: The Third Revolution in Psychiatry.** Ronald R. Fieve. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1975. 286 pp. $8.95. Using case histories from his practice and study of famous people, author explains main causes of depression and other mood disorders from which

twenty million Americans suffer. Use of chemotherapy in treatment of these disorders is justified.

**Parents and Children, Love and Discipline: A Positive Guide to Behavior Modification.** Clifford K. Madsen and Charles H. Madsen, Jr. AHM Publishing Corporation, 899 Skokie Blvd., Northbrook, IL 60062. 1975. 213 pp. $4.95. Major issues in child rearing and examples of tested programs applicable to most parent/child interactions are examined. Ways parents can change their children's behavior are listed.

**Poverty and Health: A Sociological Analysis.** (Revised). John Kosa and Irving Kenneth Zola (Eds.). Harvard University Press, 79 Garden St., Cambridge, MA 02138. 1975. 456 pp. $15.00. Nature of poverty in its chronic and acute aspects, accomplishments and limitations of recent poverty programs and prospects for the future, health and illness as social phenomena, social disparities in physical and mental health, and relationship between income and preventive health care are examined.

**Practice of Mental Health Consultation, The.** Fortune V. Mannino, Beryce W. MacLennan and Milton F. Shore (Eds.). Gardner Press, Inc. Available from: Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 255 pp. $12.95. Definition, scope and effects of mental health consultation as well as descriptive reports of a variety of consultation programs are provided. Key issues and problems in planning, implementation and practice of mental health consultation are discussed.

**Pre-Meditated Man: Bioethics and the Control of Future Human Life.** Richard M. Restak. The Viking Press, Inc., 625 Madison Ave., New York, NY 10022. 1975. 202 pp. $8.95. Issues raised in psycho-surgery, implications of "genetic engineering," and experiences, as well as lessons, of past and present experimentation are discussed. Author argues that it is the American public which must decide fateful issues of biotechnology.

**Psychological Testing of Children: A Consumer's Guide.** Stanley D. Klein. Psy-Ed Corporation. Available from: *The Exceptional Parent* Bookstore, P.O. Box 902, Manchester, NH 03105. 1975. 42 pp. $2.95. Nature and value of intelligence tests, personality tests, specialized tests for "brain injury," achievement, aptitude and interest tests, and principles of psychological assessment are explained. Use of testing of children with emotional or physical disabilities and what one may expect from the testing process are considered.

**Psychotherapy Versus Behavior Therapy.** R. Bruce Sloane, Fred R. Staples, Allan H. Cristol, Neil J. Yorkston and Katherine Whipple. Harvard University Press, 79 Garden St., Cambridge, MA 02138. 1975. 264 pp. $10.50. Methods and effects of psychotherapy and behavior modification are compared. Nature of patients' responses is investigated during therapy and for a considerable period of follow-up.

**Quality of Working Life, The. Volume One: Problems, Prospects and the State of the Art.** Louis E. Davis and Albert B. Cherns (Eds.). The Free Press, Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 450 pp. $12.95. Thirty-six articles deal with social and economic issues of the seventies: social effects of alienated labor, industrialization of service and professional organizations, threat of automation, union-management conflicts over working conditions, and problems of minority and disadvantaged workers. Experiments in work organization undertaken in the U.S. and Western Europe are assessed.

**Race Differences in Intelligence.** John C. Loehlin, Gardner Lindzey and J.N. Spuhler. W.H. Freeman and Company, 660 Market St., San Francisco, CA 94104. 1975. 380 pp. $12.00 (cloth). Issues and concepts relating to performance differences between various racial-ethnic groups on conventional intelligence tests are examined. Genetic designs, temporal changes in IQ, cross-group comparisons of intellectual abilities, nutrition and intellectual performance, conclusions and implications are considered.

**Racism and Inequality: The Policy Alternatives.** Harrell R. Rodgers, Jr. (Ed.). W. H. Freeman and Company, 660 Market St., San Francisco, CA 94104. 1975. 220 pp. $10.00 (cloth). Reasons certain problems of racial discrimination and inequality persist in our society and suggestions for resolving them are presented. Politics of deprivation, housing and racial segregation, expanding black economic rights, integrating public schools and police reform are discussed.

**Rape: The Bait and the Trap.** Jean MacKellar in collaboration with Dr. Menachem Amir. Crown Publishers, Inc., 419 Park Ave. South, New York, NY 10016. 1975. 154 pp. $7.95. Reasons why men rape and why women are vulnerable to rape are analyzed. Need for a major change in male-female relationships in our culture is stressed.

**Realms of the Human Unconscious: Observations from LSD Research.** Stanislav Grof. The Viking Press, Inc., 625 Madison Ave., New York, NY 10022. 1975. 257 pp. $15.00. Author summarizes observations and experiences during seventeen years of research with LSD and other psychedelic drugs. Potential of hallucinogens for study of schizophrenia, didactic purposes, understanding art and religion, personality diagnostics and therapy of emotional disorder is explored.

**Relaxation Response, The.** Herbert Benson. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1975. 158 pp. $5.95. A meditation technique is presented that will evoke the "relaxation response" which relieves inner tension, reduces stress, lowers blood pressure, and improves physical and emotional health.

**Standardized Testing in the Schools: Uses and Roles.** James L. Wardrop. Brooks/Cole Publishing Company, Wadsworth Publishing Company, Inc., Belmont, CA 94002. 1976. 130 pp. $3.95. Role of standardized testing in the contemporary U.S. educational system is considered. Major kinds of standardized tests most commonly used in school settings, as well as major characteristics, strengths and weaknesses, and cautions to keep in mind are examined. Procedures and criteria for establishing an annual school testing program are suggested.

**Stranglehold of the I.Q., The.** Benjamin Fine. Doubleday and Company, Inc., Garden City, NY 11530. 1975. 278 pp. $7.95. Accumulating evidence that the I.Q. is not a valid measure of a child's capacity for learning and achievement is summarized. Case for abolishment of all standardized testing is presented with a number of alternatives offered.

**Suicide in Different Cultures.** Norman L. Farberow (Ed.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1975. 286 pp. $19.50. Phenomenon of suicide is analyzed among a broad range of cultures throughout the world. Country-by-country, authors examine influences of historical cultural attitudes and cultural backgrounds on form and frequency of suicide; effects of geography, climate and religion; current attitudes toward the act of suicide and those who have committed or attempted suicide and their survivors; burial and mourning practices; and the country's literary, musical and artistic reflections on suicide.

**Tapping the Human Resource: A Strategy for Productivity.** Clair F. Vough and Bernard Asbell. AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1975. 212 pp. $12.95. Techniques used by a successful manager in increasing productivity are presented. Author believes that if workers know that working harder and better will increase their pay and enhance chances of getting ahead, they will work more effectively.

**Thinking About Crime.** James Q. Wilson. Basic Books, Inc., Publishers, 10 East 53rd St., New York, NY 10022. 1975. 231 pp. $10.00. American society's recent experience with crime and its impact on communities are discussed. Various ways we presently deal with crime—through police, drug control, sentencing procedures and correctional institutions—are examined. Suggestions for improving the way we think about and deal with criminal behavior are provided.

**Toward an Anthropology of Women.** Rayna R. Reiter (Ed.). Monthly Review Press, 62 West 14th St., New York, NY 10011. 1975. 416 pp. $15.00. Essays in this volume provide guidelines and directions for an anthropology of women. Perspectives on evolution of sex differences, male bias in anthropology, and women's role in the evolutionary process are described.

**What You Should Know About Alcoholism.** Don Tracy. Dodd, Mead and Company, 79 Madison Ave., New York, NY 10016. 1975. 157 pp. $6.95. Question-and-answer format discusses problem of identifying the alcoholic, alcoholic behavior, alcoholism as a disease, myths and misconceptions about alcoholism. Ways to approach alcoholics, sources of help, detoxification and rehabilitation are explored.

**Women and the Power to Change.** Florence Howe (Ed.). McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 182 pp. $7.95. Four essays chart histories of authors' lives as feminists in the world of higher education. Issue of institutional reform is highlighted.

**PERIODICALS IN GUIDANCE AND RELATED FIELDS** (Continuation of listing from last issue)

**Academic Therapy.** Academic Therapy Publications, Inc., 1539 Fourth St., San Rafael, CA 94901. 6 issues. $6.00 per year.

**Analysis.** Institute for Jewish Policy Planning and Research of the Synagogue Council of America, 1776 Massachusetts Ave., N.W., Washington, DC 20036. 10 issues. $4.00 per year.

**Applied Rehabilitation Counseling, The Journal of.** National Rehabilitation Counseling Association, 1522 K St., N.W., Washington, DC 20005. Quarterly. $8.00 per year.

**Black Psychology, The Journal of.** National Association of Black Psychologists, P.O. Box 2929, Washington, DC 20002. Semi-annually. $15.00 per year (institutions); $10.00 per year (non-members); $8.00 per year (members).

**CENTS News.** Career Education for Non-Traditional Students. Available from: Project CENTS, Extended Learning Institute, 8333 Little River Turnpike, Annandale, VA 22003. Bimonthly. Free.

**Children Today.** Children's Bureau, Office of Child Development, Office of Human Development. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 6 issues. $6.10 per year (domestic); $7.65 per year (foreign).

**Citizen Action in Education.** Institute for Responsive Education, 704 Commonwealth Ave., Boston, MA 02215. Quarterly. $5.00 per year.

**Elementary School Journal, The.** University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. 8 issues. $10.00 per year (institutions); $8.00 per year (individuals); $6.00 per year (students); add $1.00 for foreign subscriptions.

**Finance Facts.** National Consumer Finance Association, Educational Services Division, 601 Solar Bldg., 1000 Sixteenth St., N.W., Washington, DC 20036. Monthly. Free.

**Higher Education in New England.** New England Board of Higher Education, 40 Grove St., Wellesley, MA 02181. Quarterly. Free (to educational and legislative communities of New England).

**Humanist Educator, The.** Association for Humanistic Education and Development. Available from: American Personnel and Guidance Association, Washington, DC 20009. Quarterly. Free (members); $9.00 per year (non-members).

**Items.** Social Science Research Council, 605 Third Ave., New York, NY 10016. Quarterly. Free.

**Jewish Currents.** Jewish Currents Inc., Room 601, 22 East 17th St., New York, NY 10003. 10 issues. $7.50 per year (U.S.); $8.50 per year (Canada and Latin America); $9.50 per year (foreign).

**Lovejoy's Guidance Digest.** Lovejoy's College Guide, Inc., 2 Drummond Pl., Red Bank, NJ 07701. 10 issues. $20.00 per year.

**Modern Maturity.** American Association of Retired Persons, 215 Long Beach Blvd., Long Beach, CA 90801. Bimonthly. $2.00 per year (domestic U.S.; includes membership and AARP News Bulletin); $3.00 per year (outside U.S.).

**NSPI Newsletter.** National Society for Performance and Instruction, P.O. Box 137, Cardinal Station, Washington, DC 20017. 10 issues. $30.00 per year (subscription includes *Improving Human Performance Quarterly*).

**National Elementary Principal, The.** National Association of Elementary School Principals, 1801 North Moore St., Arlington, VA 22209. 6 issues. $35.00 per year (U.S. and Canada, includes membership); $40.00 per year (foreign, includes membership).

**OVIS Newsletter.** Test Department, Harcourt Brace Jovanovich, Inc., 757 Third Ave., New York, NY 10017. 2 issues (depending on funds). Free (to users of the *Ohio Vocational Interest Survey*).

**Occupational Outlook Quarterly.** U.S. Department of Labor, Bureau of Labor Statistics. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Quarterly. $5.40 per year (domestic); $6.75 per year (foreign).

**Performance.** President's Committee on Employment of the Handicapped, Washington, DC 20210. Monthly. Free.

**Psi Chi Newsletter.** Psi Chi National Office, APA Building, 1200 Seventeenth St., N.W., Washington, DC 20036. Quarterly. $1.50 per year.

**Report.** Department of Defense, High School News Service, Great Lakes, IL 60088. 7 issues. Free upon request (to junior and senior high schools, colleges and universities, libraries, job centers and ROTC units).

**Report.** National Center for a Barrier Free Environment, 8401 Connecticut Ave., Washington, DC 20015. Bimonthly. Free.

**Research Action Notes.** National Foundation for Improvement of Education, 1156 Fifteenth St., N.W., Suite 918, Washington, DC 20005. Occasionally. Free (upon request).

**SSEC Newsletter.** Social Science Education Consortium, Inc., 855 Broadway, Boulder, CO 80302. Quarterly. Free.

**Sh'ma.** Sh'ma, Inc., Box 567, Port Washington, NY 11050. Biweekly (except June, July and August). $12.00 for 2 years (U.S. and Canada); $10.00 per year (overseas).

**Social Security Bulletin.** Office of Research and Statistics, Social Security Administration. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Monthly. $18.55 per year (U.S., Canada and Mexico); $23.20 per year (foreign).

**Social Work: Journal of the National Association of Social Workers.** National Association of Social Workers, P.O. Box 504, Murray Hill Station, New York, NY 10016. Semi-monthly. $20.00 per year; $10.00 per year (students).

**State Side News.** Division of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706. 5 issues. Free (to Illinois educators).

**Student Personnel Association for Teacher Education, Journal of the.** American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. Quarterly. $6.50 per year.

**Teen Times.** Future Homemakers of America, 2010 Massachusetts Ave., N.W., Washington, DC 20036. Quarterly. $3.00 per year.

**United Synagogue Review.** United Synagogue of America, 3080 Broadway, New York, NY 10027. Quarterly. $2.00 per year.

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